

DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF EXEMPTION FROM PROCUREMENT

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PART I - REQUEST FOR EXEMPTION FROM PROCUREMENT

1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch)

FROM: Pearl City Complex Schools
(Name of School or Program)

DEPT OF EDUCATION
OFS/PROCUREMENT SEC

The school/program named above requests a procurement exemption as follows below.

2. This exemption is requested pursuant to:
☒ § 103D-102(b)(4), HRS and Chapter 3-120, HAR or
☐ § 103F-101(a)(4), HRS and Chapter 3-141, HAR

3. Island/District: ☐ Statewide or
☒ Oahu ☐ Hawaii ☐ Kauai ☐ Maui

4. Description of the proposed purchase (attach additional sheets if necessary):
Indicate one category: ☐ good ☒ service ☐ construction ☐ Health/Human service ☐ professional service
Brief description: To provide professional development in the areas of Science, Technology, Engineering, and Mathematics.

5. Vendor Information
Name: ISIS Hawaii
Address: P.O. Box 161296
Honolulu, HI 96816

6. Term of Contract upon approval
From: September 2009
To: May 2010

7. Total Cost:
\$57,000.00

8. Explanation describing how procurement by competitive means is either **not practicable or not advantageous** to the State (attach additional sheets if necessary):
The complex has once again submitted an application for the grant and when awarded, there will not be enough time to execute a competition for bid. This is the second year of the program where ISIS Hawaii had been awarded the contract previously and has performed the same task at a different school. To remain consistent in the program we request that ISIS Hawaii continues this service.

9. Details of the process or procedure to be followed in selecting the vendor to **ensure maximum fair and open competition** as practicable (attach additional sheets if necessary):
This vendor will provide local industry professionals with knowledge in all 3D CAD software and will provide comprehensive training without bias. This in turn will save the schools money and provide a broader spectrum of product knowledge.

10. A description of the school/program internal controls and approval requirements for the exempted procurement (attach additional sheets if necessary): Teachers will be present to monitor instruction. Ms. Martinson will require ISIS Hawaii to submit expense reports to ensure the appropriate amounts are spent on personnel.								
11. List of school/program personnel who will be involved in the approval process and administration of the contract (attach additional sheets if necessary): <table style="width: 100%; border: none;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Title</th> <th style="text-align: left; border-bottom: 1px solid black;">Involvement in process</th> </tr> <tr> <td style="vertical-align: top;">Amy Martinson</td> <td style="vertical-align: top;">Principal</td> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration </td> </tr> </table>			Name	Title	Involvement in process	Amy Martinson	Principal	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration <input type="checkbox"/> Approval <input type="checkbox"/> Administration
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12. This exemption should be recommended to the Procurement Policy Board to be considered for the list of exemptions attached to Chapter 3-120 or 3-141, HAR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
13. I hereby certify that the information provided above is, to the best of my knowledge, true and correct; and that all applicable statutory, administrative, policy and procedures have or shall be complied with. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <p style="font-family: cursive; font-size: 1.2em; margin: 0;">Amy Martinson, Principal</p> <p style="margin: 0;">Administrator's Signature & Title</p> </div> <div style="width: 35%; text-align: right;"> <p style="font-size: 1.2em; margin: 0;">8/11/09</p> <p style="margin: 0;">Date</p> </div> </div>								
PART II - NOTICE OF EXEMPTION FROM PROCUREMENT								
The school/program named below intends to exempt the goods, services, or construction (as described in the request below) from procurement for good cause. The Chief Procurement Officer is in the process of reviewing this request.								
Inquiries and questions about this request may be directed to: Name/Title: Jon Onoye - Admin Svcs Asst School/Program: Pearl City Complex Address: 1460 Hoolaulea Street Telephone No.: (808) 453-6500 email address: jon_onoye@notes.k12.hi.us	Written objections to this Notice of Exemption must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to: Chief Procurement Officer, Department of Education Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 Email address: DOEprocure@notes.k12.hi.us							
Reserved for Procurement Office Use								
14. Chief Procurement Officer's Comments:								
15. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> No Action <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%; border-bottom: 1px solid black; margin: 0;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin: 0;"></div> <div style="width: 30%; border-bottom: 1px solid black; margin: 0;"></div> </div> <p style="margin-top: 5px;">c: Administrator, State Procurement Office</p>								